

CAREGIVER MISCONDUCT AND INJURIES OF UNKNOWN SOURCE ENTITY INVESTIGATION AND REPORTING REQUIREMENTS

Refer to Chapter 6 of The Wisconsin Caregiver Program Manual at <http://dhfs.wisconsin.gov/caregiver/publications/CgvrProgMan.htm>.

NOTE: Other reporting requirements may also apply; e.g., if the incident involved child abuse or the death of a client.

INCIDENT: Caregiver misconduct and injuries of unknown source are considered “incidents.” All staff who have information regarding a possible incident of possible caregiver misconduct (abuse or neglect of a client, or misappropriation of a client’s property) or an injury of unknown source must report the incident to the appropriate entity staff person.

ACTION: Upon learning of an incident, you must immediately **protect your clients** from possible further incidents of misconduct or injury.

ACTION: You must immediately **conduct a thorough internal investigation** and document your findings for all incidents at the entity.

ACTION: Name an **accused individual**, if possible.
If you are unable to name an accused individual, another regulatory authority or investigating agency (such as BQA or the police) may be able to identify an accused person. Proceed to question 1.

